Fall 2025 PAR Annual Update

Student Services/Administrative Services/Office of the President

Dear Chabot Community Member,

Welcome to Fall 2025 Program and Area Review! PAR is on a three-year cycle (Fall 2024 was the comprehensive review and planning year; Fall 2025 and Fall 2026 are annual update years). This is the first "Update Year" in which you will need toreflect on aspects of your own PAR submission and the overarching campus trends from the Fall 2024 Comprehensive PAR Year. Please collaborate with your dean/manager to receive feedback before entering your PAR responses into Qualtrics\* (and for resource requests, enter into Cognito). The links to Qualtrics and Cognito will be posted on the [PAR website](https://www.chabotcollege.edu/programreview/complete-your-review.php) in October.

Thanks,
The Program and Area Review Committee

\*Please remember that Qualtrics is not a collaboration tool and partial responses can get lost. You should only enter your PAR into Qualtrics once you have finished the steps of collaborating with your program/area teammates and/or your Dean/manager and have a final draft.

Background Information

* **Name of your Program, Discipline, Area, or Service:**

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* **What division does your Program/Area reside in?**

For Academic Services:For Administrative Services:

[ ]  Academic Pathways and Student Success [ ]  Not Applicable

[ ]  Applied Technology and Business For Office of the President:

[ ]  Arts, Media, and Communication [ ]  Not Applicable

[ ]  Health, Kinesiology, and Athletics For Student Services:

[ ]  Language Arts [ ]  Counseling

[ ]  Science and Mathematics [ ]  Special Programs

[ ]  Social Sciences [ ]  Not Applicable

[ ]  Not Applicable

* **Name(s) of the person or people who contributed to this review:**

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Campus-Wide Issues

*Reflections on Annual Priority Progress in Academic Year 2024-25*

**Question:** The Planning and Resource Allocation Committee (PRAC) established six [Annual Planning Priorities](https://www.chabotcollege.edu/governance/planning-resource-allocation-committee/docs/agenda-minutes/2023-2024/spring_2024/2024-05-01_handout_pracannualplanningprioritiesay24-25.pdf) for this past academic year (AY 2024-25)based on collegewide trends in PAR responses, experiences from grant and categorical fund managers, committee reports, and issues raised in PRAC. Please rate the extent of progress you have observed the college making on these planning priorities over the past year.

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|  | No Progress | Minimal Progress | Some Progress | Substantial Progress | Full Implementation | I don’t know/ Too early to tell |
| 1). Consider equity first. |  |  |  |  |  |  |
| 2). Support and prioritize getting off “hold harmless’ for the short- and long-term financial health of the college. |  |  |  |  |  |  |
| 3). Presentation of marketing and communication plan by District and College with follow up year-end assessment (effectiveness) that shows how we will reach all our audiences and respond to critical needs. |  |  |  |  |  |  |
| 4). Develop college ‘materials’ to support us in hiring, initiating management of budgets/funds and prioritize making professional development available, particularly training at the college in various “new” technologies. |  |  |  |  |  |  |
| 5). IST should renew their focus on understanding how Chabot recommendations align with the district technology plan and interface with the college and district. |  |  |  |  |  |  |
| 6). Senior Leadership and IST work with the district college technology services manager to support the district in matching needs with technology products and ensure we have training and support. |  |  |  |  |  |  |

* Optional Question:If you would like to comment further on the selections you made above, please elaborate on what you observed. Be sure to mention the specific planning priority number you are referring to at the beginning of your response.

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* Optional Question: If you could advise college decision makers how to make better or more efficient progress on any of these annual planning priorities, what would you say? Be sure to mention the specific planning priority number you are referring to at the beginning of your response.

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*Rank the Annual Priorities for the 2025–26 Academic Year*

The previous question asked about progress on 2024-25 priorities. This question is about the six recommendations for priorities that PRAC raised for 2025-26.

* **How important do you believe it is to address the following issues in 2025-26 to support Chabot in carrying out our mission? (Please order them from most important (1) to least important (6) by writing the numbers before the issues.)**

 Consider equity first.

 Prioritize getting off “hold harmless” for financial health and focus on strategies for ensuring long-term stable funding for the college and district. Be informed and agile on federal actions. Address college deficit.

 Create a comprehensive marketing plan to communicate internally and externally, and develop clear processes for campus constituents to receive marketing support.

 Investigate the multi-faceted causes of inadequate staffing, consider the impact that being understaffed has on the college community, and address solvable issues.

 Ensure technological systems and training are up to date and investigate systems for providing students and employees with hardware/software access and technological support.

 Continue allocating funding per the CRAM.

* **If you believe there is an important issue to address to carry out the college mission that is NOT mentioned in the previous list, please describe below (optional).**

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Reflections on Your Own Goals Established in Fall 2024 PAR

**Relevance and Updates to Your Program Goals**: In the Fall 2024 Comprehensive PAR, you established program/area goals to support continuous program improvement and/or the college mission. This [spreadsheet](https://docs.google.com/spreadsheets/d/10M1ixUj3vm5D6QowNOj8P5u_aHFU9Qb7-PvruQ4k8nk/edit?gid=0#gid=0) lists the goals that you established. If link does not open, then try copy pasting the URL below into an open browser: <https://docs.google.com/spreadsheets/d/10M1ixUj3vm5D6QowNOj8P5u_aHFU9Qb7-PvruQ4k8nk/edit?gid=0#gid=0>

* **Keeping in mind that you have two years left in this PAR cycle to accomplish these goals, please take a look at your goals to determine:**

[ ]  All goals are still relevant and nothing needs to be changed or added.

[ ]  All goals are still relevant, but I would like to add an additional goal. (Please fill in your new goal, so we can update the spreadsheet.)

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[ ]  Some goals are relevant and some need to be changed. (Please explain below, so we can update your goals in the spreadsheet.)

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[ ]  None of our goals are still relevant. We need to update all of them. (Please provide us with your new goals, so we can update your goals in the spreadsheet.)

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* **What is the current status of the goals your program/area established in Fall 2024?**

[ ]  All goals are achieved.

[ ]  Some goals are achieved and some are in progress.

[ ]  All goals are in progress.

[ ]  Some goals are in progress and some are not started.

[ ]  No goals are started because... (please explain in the space below).

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**Reflections on Achievement and Challenges:** To assess how well you are doing with respect to meeting your program's/area's goals, you included [expected goal outputs and outcomes](https://docs.google.com/spreadsheets/d/10M1ixUj3vm5D6QowNOj8P5u_aHFU9Qb7-PvruQ4k8nk/edit?gid=0#gid=0) in your Fall 2024 PAR. If link does not open, try copy-pasting: <https://docs.google.com/spreadsheets/d/10M1ixUj3vm5D6QowNOj8P5u_aHFU9Qb7-PvruQ4k8nk/edit?gid=0#gid=0>

"Outputs" are direct short-term results like # of students served, workshops held, etc. Longer-term goals might also have expected *outcomes*. "Outcomes" are longer-term results, like course success rates or degrees earned. Goals are often measured by whether "outputs" or “outcomes” are achieved. The Office of Research, Planning and Institutional Effectiveness (ORPIE) posts a variety of data for programs/areas to assess goal "outcomes": [enrollments and success rates](https://app.powerbi.com/view?r=eyJrIjoiMzY5ZGEzYTgtMWRmMS00MDY2LWJiNWEtOTE5NjdmZTA2YzI4IiwidCI6IjUxOWU5ZjMzLWFhNjYtNDQ3Ni05OTgyLWQxNzBlNjg0NjI1NyIsImMiOjZ9), [enrollment management](https://app.powerbi.com/view?r=eyJrIjoiYjhlNGRhZDAtZDViOS00YjgxLWEyNjAtMjRiOWY1OTI2NDczIiwidCI6IjUxOWU5ZjMzLWFhNjYtNDQ3Ni05OTgyLWQxNzBlNjg0NjI1NyIsImMiOjZ9), [degree and certificate awards](https://app.powerbi.com/view?r=eyJrIjoiZjkyZmViYTEtNjBkZi00ODQ1LTk5MDMtMjBjNTkxMzJkODkwIiwidCI6IjUxOWU5ZjMzLWFhNjYtNDQ3Ni05OTgyLWQxNzBlNjg0NjI1NyIsImMiOjZ9), and [more](https://www.chabotcollege.edu/programreview/2025-fall/data.php). To request additional data for goal assessment, please fill out a [research request form](https://forms.office.com/Pages/ResponsePage.aspx?id=M5-eUWaqdkSZgtFw5oRiVyZUlvJkSpFLuQbDMh--8DhUMjQ0TExUOEJCS0FRV1Q1NlkzQ0s2VDJEMi4u) by **Friday September 26, 2025**. ORPIE will let you know whether they have the requested data and/or how your program/area could collect your own.

* **So far, what is going well regarding completing your program's/area's goals? Please include reflections on achievement of outputs or outcomes.**

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* **What are some challenges regarding completing your program's/area's goals? Please include reflections on challenges with producing outputs or outcomes so far.**

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Service Area Outcomes (SAOs)

SAOs are enduring and overarching aims for service areas/programs. SAOs should be established for each service area/program, displayed on all programs’ website, and assessed on a 5-Year cycle. If you need a reminder of the types of SAOs and the difference between a PAR goal versus an SAO (service area outcome), please refer to the [PAR Definitions](https://www.chabotcollege.edu/programreview/complete-your-review.php#PAR_Definitions).

Please take a look at the [SAO Completion Report](https://docs.google.com/spreadsheets/d/1Yu6ojHKNRYpXJZjo_U1Rz4hs2baXHmFX/edit?gid=1094204528#gid=1094204528) and answer the following question. Your responses will be shared with your manager/Dean to facilitate SAOs being assessed on the five-year cycle. If link doesn’t open, try copy-pasting: <https://docs.google.com/spreadsheets/d/1Yu6ojHKNRYpXJZjo_U1Rz4hs2baXHmFX/edit?gid=1094204528#gid=1094204528>

* Were all your Service Area Outcomes (SAOs) assessed in the 5-year cycle?

[ ]  Yes, all SAOs were assessed in the 5-year cycle.

[ ]  Almost all SAOs were assessed in the 5-year cycle.

[ ]  No, many SAOs were not assessed in the 5-year cycle.

* If your program/area has not completed SAO assessments in the five-year assessment cycle, then please explain why.

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From Goals and SLO/PLO/SAO Continuous Improvement Plans to Resource Requests

Context: The basis for Chabot's resource allocation process is grounded in reflections on: 1) PAR goals, 2) plans for improving student learning that are grounded in SLO and PLO assessment results, 3) SAO assessment results, 4) President’s Goals and Planning Priorities. Please consider what augmentations or new resources might be needed to achieve: 1) your PAR goals, 2) plans to improve student learning, and/or 3) reach SAOs.

* **Which of your PAR goals, plans for improving student learning, and/or plans for reaching SAOs will need additional or new resources?**\*\*Note you will still need to enter resource requests into Cognito after submitting your PAR in Qualtrics.

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Optional: Campus-Wide Reflection on Current Issues

**Chabot College will implement the compressed calendar (e.g., 16-week semester, the timing of the new block schedule and/or college hour, etc.) beginning in Academic Year 2026–27. As we prepare for this transition, what insights or suggestions do you have to share with the campus community?**

* If you anticipate any challenges during the transition, please describe them and specify the types of support your program/area/office needs to ensure a smooth transition.
* If you anticipate any benefits, please describe them and specify how your program/area/office plans to leverage these opportunities to enhance operations or outcomes.

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Resource Requests

**For all resource requests,** programs should fill out the charts below so that your dean/manager can provide feedback on your resource requests when you submit this PAR template to them with enough time to receive feedback before the 10/20/25 PAR final submission deadline. The charts will also allow you to easily rank the priority of your requests. When you submit your final PAR (before or on 10/20/25), you will submit these resource requests in Cognito. The link will be provided on the [PAR website](https://www.chabotcollege.edu/programreview/complete-your-review.php#Qualtrics_Links).

In the charts below, you will be asked to indicate whether you are requesting funds from Career Education (CE) or Student Equity and Achievement (SEA). If you select SEA, you must also complete the separate SEA funding request form, available at the following link: <https://forms.office.com/r/qYxsz3mjJU>.

Criteria for distributing funding vary by committee and budget manager, but are consistently based on the “Key Documents for Planning and Resource Allocation” posted on the [PAR website](https://www.chabotcollege.edu/programreview/complete-your-review.php#College_Planning_Documents) (e.g., the Educational Master Plan, the PRAC Annual Planning Priorities, and the President’s College Planning Initiatives).

**Contracts and Services Requests:** Contracts and Services include things like equipment maintenance contracts, food vendors, external consultants or speakers.

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|  | **Brief Item Description** | **Request Ranking** (1, 2, 3, etc. after all requests within the category have been entered) | **Justification****BRIEFLY** justify how this spending relates to the EMP, PRAC’s Annual Planning Priorities and/or President’s Planning Initiatives (2-3 sentences)**.** | **Year Needed** | **Estimated Cost**(If there is an annual cost, please put cost per year) | **Are you seeking funds from any of the following categorical funds?\*** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

\*Please select possible categorical funding sources that this request may qualify for. Leave this field blank if you believe the request would not qualify for categorical funds. Please note that funding is subject to availability and this information is being used to help link the request to potential funding sources. This will route requests to the appropriate categorical areas for potential funding.

**Equipment Requests:** Equipment includes items that generally cost more than $200 and last longer than short-term items/supplies that get used up.

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|  | **Brief Item Description** | **Request Ranking** (1, 2, 3, etc. after all requests have been entered) | **Quantity**(1, 2, 10, 12, etc.) |  **Justification****BRIEFLY** justify how this spending relates to the EMP, PRAC's Annual Planning Priorities and/or President’s Planning Initiatives (2-3 sentences)**.** | **Year Needed** | **Estimated Cost** (If there is an annual cost, please put cost per year) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Facilities Requests**

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|  | **Brief Item Description** | **Request Ranking** (1, 2, 3, etc. after all requests have been entered) | **Does your request involve additional/​expanded physical space?** | **Justification****BRIEFLY** justify how this spending relates to the EMP, PRAC's Annual Planning Priorities and/or President’s Planning Initiatives (2-3 sentences)**.** | **Year Needed** | **Estimated Cost** (If there is an annual cost, please put cost per year) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  | [ ]  Yes[ ]  NoIf you select Yes, has a space been identified? If so, what space has potentially been identified? |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  | [ ]  Yes[ ]  NoIf you select Yes, has a space been identified? If so, what space has potentially been identified? |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  | [ ]  Yes[ ]  NoIf you select Yes, has a space been identified? If so, what space has potentially been identified? |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Human Resource Requests** (e.g., Faculty, Classified, Administrative, Student Workers, etc.): If you are requesting Classified FT, Classified PT, and/or Faculty FT, please skip columns of Justification, Year(s) Needed, and Estimated Cost Per year. You will need to fill out classified and faculty request forms, as specified in the instructions below this table.

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|  | **Request****Ranking** (1, 2, 3, etc. after all requests have been entered) | **Classification of Position Requested** | **Position Title** | **Avg. hours per week**(5, 20, 40, etc.) |  **Justification** **BRIEFLY** justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Planning Initiatives (2-3 sentences)**.** | **Year Needed** | **Estimated Cost** (If there is an annual cost, please put cost per year) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Position 1** |  | [ ]  Administrator[ ]  Classified FT[ ]  Classified PT[ ]  Classified Hourly[ ]  Faculty FT[ ]  Faculty PT[ ] Faculty F-hour[ ]  Faculty Reassign[ ]  Student Worker[ ]  Other |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Position 2** |  | [ ]  Admin FT[ ]  Classified FT[ ]  Classified PT[ ]  Classified Hourly[ ]  Faculty FT[ ]  Faculty PT[ ] Faculty F-hour[ ]  Faculty Reassign[ ]  Student Hourly[ ]  Other |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Position 3** |  | [ ]  Admin FT[ ]  Classified FT[ ]  Classified PT[ ]  Classified Hourly[ ]  Faculty FT[ ]  Faculty PT[ ] Faculty F-hour[ ]  Faculty Reassign[ ]  Student Hourly[ ]  Other |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

* The Faculty Prioritization Committee requires a completed [**Faculty Prioritization Form**](https://www.chabotcollege.edu/governance/faculty-prioritization-committee/) if you are requesting a full-time faculty position. Please check in with the Faculty Prioritization Committee tri-chairs (Jeff Drouin, VP Forbes, and VP Escobar) if you have any questions about this process. Please submit the completed draft of your faculty prioritization form(s) to your dean/manager when you turn in this PAR template prior to **10/20/25**. Additionally, please email your faculty prioritization form(s) directly to cmanicki@chabotcollege.edu before the faculty prioritization deadline.
* The Classified Prioritization Committee requires a completed [**Classified Professional Prioritization Form**](https://www.chabotcollege.edu/governance/classified-senate/prioritization.php) if you are requesting a full-time or part-time classified position. Please submit the completed draft of your classified prioritization form(s) to your dean/manager when you turn in this PAR template prior to **10/20/25**. When you submit your final PAR (before or on **10/20/25**), you will submit your resource requests in Cognito. There will be a spot in the HR requests section in Cognito to upload your completed classified prioritization form(s). If you have any questions about the classified request form, please contact tdowrie@chabotcollege.edu.

**Professional Development, Travel, and Conferences:** For professional development requests, please consult with your dean or area manager whether you also need to fill out the [Professional Development Committee's funding request form](https://www.cognitoforms.com/ChabotCollege2/ChabotCollegeProfessionalDevelopmentConferenceAttendanceProposal).

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|  | **Brief Item Description** | **Request Ranking** (1, 2, 3, etc. after all requests have been entered) | **Professional Development Type** | **Justification** **BRIEFLY** justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Planning Initiatives (2-3 sentences)**.** | **Year Needed**  | **Estimated Cost** (If there is an annual cost, please put cost per year) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Request 1** |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On-Campus Training[ ]  On-CampusSpeaker[ ]  Flex Day Time[ ]  Inquiry Group[ ]  Train-the-Trainer[ ]  Other |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Request 2** |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On-Campus Training[ ]  On-CampusSpeaker[ ]  Other |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Request 3** |  |  | [ ]  In-person conference with travel[ ]  Online conference/webinar[ ]  On-Campus Training[ ]  On-CampusSpeaker[ ]  Other |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Supplies Requests (**items that get used up and generally cost less than $200 per item)

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|  | **Brief Item Description** | **Request Ranking** (1, 2, 3, etc. after all requests have been entered) | **Justification** **BRIEFLY** justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Planning Initiatives (2-3 sentences)**.** | **Year Needed**  | **Estimated Cost** (If there is an annual cost, please put cost per year) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
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| **Item 2** |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |

**Technology & Software Requests:** Technology & software items include laptops, printers, desktops, OWLs, other hardware maintained by IT, and software. Requestors are encouraged to speak with their managers and deans, who in turn should communicate with IT, before making a request in program and area review. Technology & Software requests are reviewed by the Instructional and Services Technology Committee (IST).

\*Note: Not all requests related to “Technology & Software” should be made in this category. For example, a request for a full computer lab would be made in two places: 1) laptops, printers, desktops, and software for the lab should be requested under “Technology & Software Requests;” 2) the space for the lab should be requested under “Facilities Requests” and would be evaluated by the Facilities and Infrastructure Technology Committee (FIT).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Brief Item Description** | **Request Ranking** (1, 2, 3, etc. after all requests have been entered) | **Was the feasibility of the request discussed with IT?** | **Is there an ongoing cost for this technology?** | **Justification** **BRIEFLY** justify how this spending relates to the EMP, College's Annual Planning Priorities and/or President’s Planning Initiatives (2-3 sentences)**.** | **Year Needed**  | **Estimated Cost** (If there is an annual cost, please put cost per year) | **Are you seeking funds from any of the following categorical funds?** | **Is this item linked to other resource requests?** (Please select ‘Yes’ if this item is part of a larger resource request that involves multiple items. This is especially important when all items in a resource request must be approved together for a project to proceed.) |
| **Item 1** |  |  | [ ]  Yes[ ]  No | [ ]  Yes, there is an ongoing or subscription-based cost for this request[ ]  No, this is a one-time purchase[ ]  Maybe[ ]  Other |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to:  |
| **Item 2** |  |  | [ ]  Yes[ ]  No | [ ]  Yes, there is an ongoing or subscription-based cost for this request[ ]  No, this is a one-time purchase[ ]  Maybe[ ]  Other |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |
| **Item 3** |  |  | [ ]  Yes[ ]  No | [ ]  Yes, there is an ongoing or subscription-based cost for this request[ ]  No, this is a one-time purchase[ ]  Maybe[ ]  Other |  | [ ]  Annual[ ]  2025-26[ ]  2026-27[ ]  2027-28 |  | [ ]  Career Education (CE)[ ]  Student Equity and Achievement (SEA)[ ]  Other | [ ]  Yes[ ]  No[ ]  MaybeIf you select Yes or Maybe, please list out the other requests this item is linked to: |